

SAHRAP Request Form Tutorial



Request Form Link



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PROGRAM EXECUTIVE OFFICE

INFORMATION TECHNOLOGY

SAHRAP

Server / Application Hosting Review and Approval Process (SAHRAP)

**12 November 2004 Memo from:
The Assistant Secretary Of Navy
(Research, Development and Acquisition)**

The Navy has initiated an enterprise approach to managing Information Technology requirements, resourcing, and acquisitions. Multiple elements of the Navy organization are supporting this transformation through new strategies, processes, and governance alignment. As a part of this effort, the Navy identified requirements for, and is commencing efforts to acquire, enterprise solutions for application hosting and server consolidation services. The Program Executive Office for Information Technology (PEO-IT) is leading the development of the supporting acquisition strategy.

An enterprise focused, coordinated server and application strategy is required. Effective 30 days from the date of this memorandum, no new or upgraded servers or application hosting services are to be purchased, leased, or rented at any level of the Navy organization for CONUS ashore use without the prior written approval of PEO-IT. This restriction includes the purchase, lease, or rental of servers or application hosting services under support contracts. Specifically excluded from this direction are servers or application hosting for Top Secret information, compartmentalized information, and cryptologic activities related to National Security Systems.

OPNAV N6/7 is requested to coordinate with PEO-IT to provide appropriate funding to execute this directive. This funding represents a portion of the investment cost necessary to harvest the savings that will accrue as we implement enterprise solutions for server consolidation and application hosting services. Within 30 days from the date of this memorandum, PEO-IT will develop a request and approval process and coordinate with appropriate DON organizations. Requests for approval to purchase or lease a server should be forwarded to PEO-IT.

Signed by:
John J. Young, Jr.

**Average Request Time for
Q2 2005:
3.00 Business Days**

Service Level Standards:
1-5 servers: 10 Bus. Days
6-15 servers: 15 Bus. Days
15+ servers: 20 Bus. Days

► SAHRAP Announcement Memo

► Process Definition

► Frequently Asked Questions (FAQs)

► How To Fill Out Your Request Form

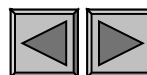
► Request Form

► Check Your Status

► Suggestion Box

► Contact Us

Click on the Request Form link to start your request.



Request Form Instructions



- About PEO-IT
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- Capital Asset Investment Management
- Public Affairs Office
- Site

INFORMATION TECHNOLOGY

SAHRAP Request Form Instructions

Please fill out the information as completely as possible. Ensure you review the instructions listed herein before starting the request process. Most of the fields are required in order to successfully submit a request.

What You Will Need Before You Start:

- A list of application(s) being supported by the request and their DOW Application & Database Management System (DADMS) ID(s)
- A list of each application(s) DADMS Status (Approved, Approved with Restrictions, or Disapproved)

NOTE: If the application is in the "Approved with Restrictions" or "Disapproved" DADMS status, contact the Functional Area Manager (FAM) Point of Contact (POC) immediately to obtain FAM written approval before submitting the Server / Application Hosting Review and Approval Process (SAHRAP) Request. Include the FAM approval information with the SAHRAP request submission. All SAHRAP requests require written FAM approval for any "Approved with Restrictions" or "Disapproved" application(s) before they can be processed.

- FAM Name, phone number and e-mail address

For each item requested, please have the following information available: contract terms and details, manufacturer/developer/application hosting vendor information, model, quantity, type of purchase, purchase method, and unit price/yearly cost.

How to Create a Request:

After selecting the Create Request link below, you will begin the request creation process. The request form will open in a new browser. The system automatically creates a request tracking number. Document this number so that you can track the status of your request after submission. You can cancel the request process at any time by selecting the Cancel button.

Step 1 - Request Information

- Requester Contact Information - Enter your name, phone number and e-mail address. Please make sure that all information is correct in case a SAHRAP analyst needs to contact you about your request.
- Enter ECO/Program Manager Name and email address
- Enter additional email addresses for those people in your chain of command who should receive email notification regarding the outcome of this request.
- For Edition II representatives, select your Edition name in the pull down menu. If your Edition is not listed, select "Other" and enter your organization in the "Please Specify" field.
- For Program representatives, select "Other" in the pull down menu and enter the program name in the "Please Specify" field.
- Is this a new system request? Please select either Yes or No in the pull down menu.
- Business Case - Please provide a detailed Business Case description for your request. You can either type or cut and paste information into this field.
- Enter the Application(s) Information - Application(s) Supported, Application DADMS ID(s), Application(s) DADMS status, and FAM written approval information. Please remember that an "Approved with Restrictions" and a "Disapproved" DADMS status requires written Table Reviewer approval.
- Enter Functional Area - You can click on the "Click here to select Functional Area" link to select the corresponding Functional Area. If your Functional Area is not listed, select "Other" and enter the Functional Area in the "Please Specify" field.
- Make Request Reviewer approval and contact information.

When Step 1 is completed, click on the Step 2 button in order to proceed. If you have completed all fields, the Step 2 page will appear. If not, recheck your information and make sure that all fields are completed.

Step 2 - Configurations

- Enter a Quantity for each Item
- Select a Description for each item (Application Hosting, Hardware, Maintenance Contract, Other, Service Contract or Software)
- Select the Manufacturer/Developer/Application Hosting Vendor information from the pull down menu. If your request is not listed, select "Other" and enter the Manufacturer/Developer/Application Hosting Vendor information in the "Please Specify" field.
- Select a Type of Purchase for each Item (Lease, Full Purchase or Other). If your Type of Purchase is not listed, please select "Other" and enter the appropriate information in the "Please Specify" field.
- If your item is a lease, please enter the Contract Years and Months in the next two pull down menus. If your item is not a lease and does not have specific contract terms, please select N/A from both pull down menus.
- Select a Purchase Method for each item (CSA, MPA, Vendor or Other). If your Purchase Method is not listed, please select "Other" and enter the appropriate information in the "Please Specify" field.
- Enter the Unit Price or Yearly Cost for each item.
- Enter the Shipping & Handling total for your request. Please enter "0" if this does not apply to your request.

When Step 2 is completed, click on the Step 3 button in order to proceed. If you have completed all fields, the Step 3 page will appear. If not, recheck your information and make sure that all fields are completed.

Step 3 - Supporting Documentation

- Enter any additional information that you feel would be helpful to the analyst for the review process. You can type, cut and paste, or upload an attachment into this field by clicking on the "Add New File" link.

After entering the required information in Step 3, select the Submit Request button to complete the request process.

If you have successfully completed Step 3, you will be prompted with a Request Result Page that will confirm your request and provide you with your request tracking number. Make sure you print this page or document the number for your records.

What Happens After You Submit the Request:

All activities and service levels will be tracked through the SAHRAP tracking database.

You can track your request status at any time throughout this process by clicking on the Check Your Status link at the bottom of the SAHRAP home page. You will also receive an e-mail message with this URL upon submitting your request. When the PEO-IT request review is completed, you will be notified of the decision and provided with instructions for obtaining a copy of the completed request.

The following Service Levels are defined to provide for timely review and turnaround of requests:

Requests:	
1-5 Servers	15 Business Days
6-15 Servers	15 Business Days
16+ Servers	20 Business Days
Applets	20 Business Days

Currently, the average SAHRAP review and turnaround time is 3.20 days.

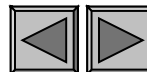
If you have all this information and are ready to begin the request process, select the Create Request link below. If you wish to leave this process, select Cancel.

Thank you for visiting our web site!

[Create Request](#)

[Cancel](#)

After you have read the instructions and have the required information available, click on the Create Request link at the bottom of this page.



Step 1: Request Information

This is your Request Tracking Number. Make sure you write it down - you will need to refer back to it throughout this process.

Please enter your contact information so an analyst can reach you to discuss your request.

Enter your CIO/Program Manager's email address here so he/she can receive an email regarding the outcome of this request.

Select your EII from the pull down menu. If not listed, select Other, and enter in the Please Specify box. If you select Program from the pull down menu, you will have the opportunity to specify the program name in the pop-up text box.

You can type or cut and paste your Business Case Description into this text area.

Select your Functional Area by clicking on this link. If you don't see your area in the list, click on Other and you will have a chance to enter it into a text

If applicable, make sure you have your FAMS contact information before you start your request.

When you have completed this page, click on Step 2.

Make sure you have your Application DADMS Status information available before you start your request. Please note that an Approved with Restrictions and a Disapproved DADMS status requires written FAMS approval.

Please specify whether you have FAMS written approval.

Create New Request >> Step 1 - Request Information

Request Tracking Number: 53069611

Current Date/Time: 4/13/2005 16:30

Contact Information

*Requester First Name:

*Requester Phone Number:

*CIO/Program Manager Full Name:

*Requester Last Name:

*Requester Email Address:

*CIO/Program Manager Email Address:

Who else should receive email notification regarding the outcome of your request upon approval? This may include all executing agents such as financial officers, procurement officers, etc.

ex. john.doe@navy.mil;jane.doe@navy.mil

*Echelon II/Program Name:

Business Case Information

*Is this a new system Request?:

*Business Case (Please provide a brief description. Maximum 5000 characters):

DADMS and FAMS Information

*Application(s) Supported:

*Application DADMS ID(s):

*Application(s) DADMS Status:

*Do you have FAMS written approval?:

[Click here to select Functional Area](#)

*Functional Area:

FAMS Request Reviewer First Name:

FAMS Request Reviewer Last Name:

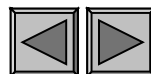
FAMS Request Reviewer Phone Number:

FAMS Request Reviewer Email Address:

* - required field

Cancel

Step 2 >>



Step 2: Configurations

Select a Description from this pull down menu.

Please Select...
Application Hosting
Hardware
Maintenance Contract
Other
Service Contract
Software

Select the item's Manufacturer, Developer or Application Hosting Vendor from the pull down menu. Don't see it? You can select Other and type it in the pop-up text field.

Select your Contract Years and Months from the pull down menu. If these fields do not apply to your item, please select N/A.

Create New Request >> Step 2 - Configurations

Request Tracking Number: 53069611

Current Date/Time: 4/13/2005 16:22

Item#	Quantity*	Description*	Manufacturer/Developer/ App Hosting Vendor*	Model*	Manufacturer/Developer/ App Hosting Vendor Contact Info	Type Purchase*	Contract Years*	Contract Months*	Purchase Method*	Unit Price/Yearly Cost*	Extended Price
1	<input type="text"/>	Please Select...	Please select...	<input type="text"/>	<input type="text"/>	Please Select...	Please Select	Please Select	Please Select...	\$ <input type="text"/>	\$ <input type="text"/>
2	<input type="text"/>	Please Select...	Please select...	<input type="text"/>	<input type="text"/>	Please Select...	Please Select	Please Select	Please Select...	\$ <input type="text"/>	\$ <input type="text"/>
3	<input type="text"/>	Please Select...	Please select...	<input type="text"/>	<input type="text"/>	Please Select...	Please Select	Please Select	Please Select...	\$ <input type="text"/>	\$ <input type="text"/>
4	<input type="text"/>	Please Select...	Please select...	<input type="text"/>	<input type="text"/>	Please Select...	Please Select	Please Select	Please Select...	\$ <input type="text"/>	\$ <input type="text"/>
5	<input type="text"/>	Please Select...	Please select...	<input type="text"/>	<input type="text"/>	Please Select...	Please Select	Please Select	Please Select...	\$ <input type="text"/>	\$ <input type="text"/>
<input type="button" value="Add 5 more lines"/>										Shipping & Handling*:	\$ <input type="text"/>
										Total Cost:	\$ <input type="text" value="0.00"/>

* - required field

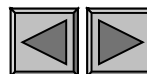
Do you have more than 5 items? Click on this button and more lines will appear.

Need to go back to Step 1? Don't worry, all your information on this page will be saved.

When you have completed Step 2, click on this button to continue to Step 3.

Select your Type of Purchase. Is it a lease, full purchase or another type?

Will you use GSA, MPA or will you purchase directly from the vendor? If you have a different method, select Other from the pull down.



Step 3: Attachments

You will have the opportunity to upload your business case or any other additional supporting materials to your request form. Simply click on the Add New File link, Browse through your files, select a document and click

Upload.

Create New Request Step 3 - Attachments

Request Tracking Number: 53069611 Current Date/Time: 4/13/2005 16:27

Supporting Documentation

[Add New File](#) [Remove File](#)

There are no attachments

Additional Information (Maximum 1000 characters):

<< Step 2 Cancel Submit Request

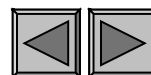
Upload File

Input File Name: [Browse...](#)

[Upload](#)

[Close](#)

When you have fully completed your request form, click on Submit Request. You should receive a confirmation email in your Inbox.



Request Confirmation

Don't forget to document your Request Tracking Number!

If you want to print out your request for your records, click on this link.

Request Result

Your request was successfully submitted. Please see the status below or [click here](#) to print the request information.

Request Tracking Number: 53069611
Date Submitted: 4/13/2005
Time Submitted: 16:33
Status: Pending
Point Of Contact: N/A

The status is currently Pending because a Technical Analyst has not been assigned to your request.

The following service levels are defined to provide for timely review and turnaround of requests:

Requests:	
1 - 5 Servers	10 Business Days
6 - 15 Servers	15 Business Days
15+ Servers	20 Business Days
Appeals:	20 Business Days

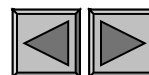
The Point of Contact (POC) will be the Technical Analyst reviewing your request. You will not see a contact here until one has been assigned.

You can also follow the link below for the SAHRAP tool homepage to check your request status.

[Home](#)

Click here if you would like to check the status of another request or start a new request.

We have listed the service level definitions for your review.



Check Your Status Link



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INFORMATION TECHNOLOGY

SAHRAP

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(Research, Development and Acquisition)**

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Signed by:
John J. Young, Jr.

**Average Request Time for
Q2 2005:
3.00 Business Days**

Service Level Standards:
1-5 servers: 10 Bus. Days
6-15 servers: 15 Bus. Days
15+ servers: 20 Bus. Days

► SAHRAP Announcement
Memo

► Process Definition

► Frequently Asked Questions
(FAQs)

► How To Fill Out Your Request
Form

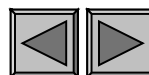
► Request Form

► Check Your Status

► Suggestion Box

► Contact Us

If you have submitted a request and wish to obtain a request status, click on the Check Your Status link.



Check Your Status Page

Welcome to SAHRAP Tool Homepage

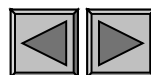
Please enter the Request Tracking Number below to check the Request Status

Request#:

Or click here to create a [New Request](#)

Enter your request tracking number here and click on the Search button.

You can also click on this link to go to a new request form.



Request Status Information

Welcome to SAHRAP Tool Homepage

Please enter the Request Tracking Number below to check the Request Status

Request#:

Search..

Your status can be one of the following:

- **Pending** – An analyst has not yet reviewed your request.
- **Analysis** – An analyst is currently reviewing your request and may contact you for more information.
- **Recommend Approve, Recommend Disapprove or Recommend Out of Scope** – An analyst has recommended a determination to the PEO-IT Program Manager.
- **Final Approve, Final Disapprove or Out of Scope** – The PEO-IT Program Manager has reviewed the request and made a final determination.

Request Tracking Number: 53069611

Date Submitted: 4/13/2005

Time Submitted: 16:33

Status: Pending

Point Of Contact: Sahrap Analyst (Sahrapanalyst@navy.mil)

The following service levels are defined to provide for timely review and turnaround of requests:

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Appeals:	20 Business Days

Or click here to create a [New Request](#)

The Technical Analyst's name will appear as the POC. You will also be able to view the Analyst's e-mail address

